INFORMATION TECHNOLOGY POLICY
AND STRATEGY COMMITTEE
MINUTES

March 28, 2002
Room 403 State Capitol
9:00-11:00am

In Attendance:

Al Sherwood
Bob Woolley
Brad Brown
Brent Cleverly
Carl R. Meek
Chris Heim
Darrus McBride
David Fletcher
David Willis
Douglas Richins
Gary Wixom
Greg Gardner
Greg Johnson
Jeannie Watanabe
Jonathan Ball
Julie Orchard
Ken Elliott
Kevin Perry

Kevin Van Ausdal
Kim Thorne
Lloyd Johnson
Mark Allred
Mart Gardner
Neal Christensen
Patricia Owen
Phil Windley
Randy Fisher
Raylene Ireland
Rich North
Roland Squire
Sandi Dimond
Scott Morrill
Steve Fulling
Steve Hess
Sue Martell

I. Welcome and Approval of Minutes (Phil Windley)

Phil Windley called the meeting to order at 9:00am. He asked for approval of the December 20, 2001 meeting minutes.

ACTION

David Willis made the first motion for approval and Brent Cleverly made the second. Motion passed for approval of the minutes.

II. IT Process (Phil Windley)

The Governor has set the IT Process in motion and in terms of ITPSC, if we would invest that process as a working sub-group of ITPSC, that way we will make sure we are in keeping with all of the rules and statutes of this committee.

ACTION
Raylene Ireland made the first motion and Lloyd Johnson seconded it. Motion passed.

III. Administrative Rules (Ken Hansen) (for information)
The statue for the ITPSC says that you can write policies that govern other state agencies and the CIO has the same authority. When that line is crossed and not only are we affecting state agencies, but affecting the rights of citizens, we have to provide a way for the citizens to get to the agency and discuss their personal information if they feel it has been violated. We are regulating the public and not just the agency. That is where if something is to be legally binding it has to go through the rule making process. It takes approximately 45 days plus a 30-day comment period. If something is not going to be enforced it can be a policy not a rule. The statue for your agency says whom you can make rules for and which branches of government will be affected. Patricia Owen clarified and cautioned that the rule making function is delegated from the Legislature. If you can't make a rule—you can't just make it a policy. Certain rules apply to each agency.

ACTION
Raylene Ireland motioned that the Executive Committee mandate a definition of rule making and report back at the next meeting. Brad Brown seconded the motion. Motion passed.

IV. Network Access Policy (Bob Woolley)
There are a lot of people who would like to get access to certain resources on the network and upon what basis can they do that and what are the issues that they need to watch for. Randy Fisher wanted to make changes on page 3 regarding outbound connections. He has drafted new language to give the director of ITS the authority to grant exceptions for modems connected directly to servers or desktop computers for maintenance/testing purposes and backup ISP services or where a business need dictates the continued use of modem connectivity. David Willis has a similar concern. Kevin Van Ausdal is concerned with compliance if an exception is allowed. Bob suggested that to make the language general it could read that exceptions to this policy may also be granted by the director of ITS.

ACTION
David Willis motioned that the policy be passed with the general exception language added. Greg Gardner seconded the motion. Motion passed.

V. Wireless LAN Standard (Bob Woolley)
It was proposed that the same exception language be used as in the Network Access Policy. Strike the exception language that is currently in place and insert that exceptions to this policy may also be granted by the director of ITS.

ACTION

Greg Gardner motioned that the policy be passed with the general exception language added. David Willis seconded the motion. Motion passed.

V.   Production Data Storage Policy (Bob Woolley)

State Agencies have submitted different changes to the document of which some have been applied. On page 2 item #7 will be changed to item #1 because they are so similar. Implementation will take place on July 1st, which is the start of the fiscal year. The CIO will have authority to make exceptions not the ITS Director because the storage is sold by ITS. This is from an enterprise standpoint not operational. The CIO has interest in data storage in ITS plus data storage across the state, also saving the state money. The CIO statue says that the CIO has responsibility to see that resources are used in the best possible way. Right now with regard to data storage that is not happening. ITS has the burden because they want to give you a good deal.

ACTION
David Willis made a motion that the policy be passed. Sue Martell amended the motion to remove the definition of availability. Mart Gardner seconded the motion. The amended motion passed and then the policy was passed. One member opposed the action. Motion passed.

VI.   State of Utah Email Domain Name Conversion Project (Bob Woolley)

The Governor has made a strong branding move with agencies towards using *Utah! Where ideas connect.* Part of that branding message is to use *utah.gov* in as many places as possible. Last June-July a system was put in place where employees could register an email address as userid@utah.gov.

The main discussion was about how to handle duplicate names. It was recommended that the middle initial be used before a number. A master list of userids should be kept to make sure the names match up.

Brad Brown asked about the overall cost. Bob Woolley said that it really isn't that expensive and should be completed July 1, 2002.

ACTION
Lloyd Johnson made the motion to let the group proceed as discussed and Mart Gardner seconded the motion.

The meeting was adjourned at 10:53am